

MEMORANDUM

To: Town Meeting Procedures Committee

From: Adam Auster and Rebecca Gruber

Date: April 1, 2023

Subject: Revised Study Committee Resolution

See revised sections 2F, 3 and 3B.

About the Hybrid Town Meeting Study Committee

ARTICLE ? VOTE/HYBRID TOWN MEETING STUDY COMMITTEE

VOTED: That Town Meeting hereby establishes a Hybrid Town Meeting Study Committee to be structured, organized, and charged as follows:

Hybrid Town Meeting Study Committee

1. Committee Membership and Organization

A. The Committee shall consist of no less than six (6) and no more than nine (9) members, the number to be determined and appointed by the Town Moderator, but a majority of whom should be current or former Town Meeting Members, and a member of Town staff appointed by the Town Manager as a non-voting member. Voting membership of the study committee shall reflect racial, ethnic, and other forms of diversity in Town Meeting. It is expected that the Study Committee will have access to and be able to consult with Town Counsel Department, the Town Information Technology Department, the Town Clerk, the Town ADA Coordinator, and any other Town departments and employees, who may have pertinent expertise to share with the Study Committee.

B. The Town Moderator or their designee shall serve as chair of the committee for the purposes of the Committee's first organizational meeting, in which the Committee may elect officers as it deems appropriate.

C. A majority of voting members of the committee at any given time shall constitute a quorum, and decisions shall be based on the vote of a simple majority of those committee members present and voting.

2. Committee Charge

The Committee is charged with comprehensively examining options and requirements for conducting Town Meeting with hybrid participation. For the purposes of this Committee, hybrid participation is defined as a combination of in-person and remote participation, where remote participation includes: deliberation, voting, calculation of quorum, or any combination thereof. The Committee's study shall include, but not be limited to:

A. Identifying if any best practices by other town meetings in the conduct of hybrid meetings;

B. Provide opportunities for public comment on the Committee's work.

C. Identifying potential legal requirements, issues and constraints in conducting Town Meeting with hybrid participation;

D. Identifying technical requirements, issues and constraints in conducting Town Meeting with hybrid participation, including order of magnitude estimates of the costs of the requisite technology;

E. Identifying potential new policies and procedures requisite for conducting Town Meeting with hybrid participation;

F. Identifying the potential beneficial and detrimental effects of conducting Town Meeting with hybrid participation. Questions central to this inquiry include, but are not limited to: (1) evaluating the impact of hybrid options on the functioning of Town Meeting as an effective and collegial body, and (2) the potential for increased or decreased interest in serving as a Town Meeting Member for under-represented populations in Town Meeting.

3. Committee Reports

The Committee shall study and make recommendations to Town Meeting, including:

A. Providing information and updates to the Town Moderator as requested;

B. If warranted, developing specific proposals for the implementation of Town Meeting with hybrid participation;

C. Supporting the implementation of the above proposals as needed;

D. Making reports of its progress, findings, and recommendations to every Annual Town Meeting until the Study Committee makes its final report;

4. Dissolution of the Study Committee

The Committee shall be dissolved by a vote of Town Meeting.